

PCS TOOLKIT



Plan ahead for a smooth
move with our 2015

PCS Checklist

Stay organized with your

PCS Budget

Finding the right

Housing

Pets are family too!

Prepare for your

Pet's PCS

Welcome to Your PCS Toolkit!

In ten years as a military spouse, my family has moved seven times and PCS'd five times. Trial and error, plenty of mistakes, and the advice of more experienced friends taught me necessary lessons about navigating a successful military move. In this PCS Toolkit, I have partnered with AHRN.com to bring you information, resources and printable worksheets to keep your move organized.

DISCOVER YOUR TOOLS

PAGE

- 1 **PCS Checklist** – Broken down into timeline recommendations to help you prioritize, the Checklist streamlines your PCS to-do list. Missed steps can be both expensive and time consuming!
- 5 **Entitlements Estimate** – Moving is expensive even when you choose a government procured move. It is vital that you understand what entitlements you have access to and how to get them to minimize the out of pocket cost.
- 6 **PCS Budget** – Keep the costs in check by tracking your expenses from start to finish. The Budget worksheet will also help you to submit your reimbursable expenses on arrival at your new duty station.
- 8 **Protect Yourself With A Home Inventory** – Between many moves, storage and catastrophic weather, a thorough home inventory protects your belongings and simplifies any PCS claims you may need to make!
- 13 **Document Checklist** – When it comes to packing out your household goods, there are some things that need to stay accessible and with you! The Document Checklist walks you through which documents you will need to hand carry during your PCS.

A SMOOTH MOVE



Whether 2015 holds your first move or your tenth, PCSing can be incredibly stressful - changing policies, new challenges, and evolving family needs make each move unique. The AHRN.com 2015 PCS Toolkit brings together resources and information from the many different aspects of a PCS to help you prepare for your smoothest move yet!

Kristen Smith
AHRN.com Blog Manager

Your 2015 PCS Checklist

1 YEAR

- ___ Even before you have orders, know that a PCS could be in the cards.
- ___ Build a savings to prepare you for the out of pocket and reimbursable expenses of a PCS.
- ___ If you know your timeline, list your home for sale or rent.

6 MONTHS

- ___ Orders can come down 6 months or earlier ahead of your report date. This offers plenty of time to gather information and possibly make a trip to take a look at your new installation in person.
- ___ If you know your timeline, list your home for sale or rent.

90 DAYS OUT

FOR THE SERVICE MEMBER

- ___ Set up transportation counseling with your current installation transportation office or do self-counseling on move.mil.
- ___ Have a PCS specific Power of Attorney or Letter of Authority drawn up if your spouse will be handling any of the details without you present.

DECISIONS TO MAKE

- ___ Decide whether a government move (DTO), personally procured move (PPM) or partially personally procured move (partial PPM) is the best fit for your family.
- ___ Determine if you will need to ship a vehicle (this requires some prior planning!).
- ___ Determine your BAH and decide if you want to live on or off base/post.

FINANCES

- ___ Estimate your moving expenses and create a budget.
- ___ Create a way of tracking moving related expenses (you will need to account for your expenses and have receipts for reimbursements).



TASKS

- ___ Notify your landlord that you will be moving, but leave the date open—a lot can still change especially the timing of your PCS.
- ___ Take care of needed medical/dental appointments.
- ___ Start or update your personal property inventory.
- ___ Organize personal records and determine if any need to be replaced (you'll need birth certificates for most schools).
- ___ Notify clubs and volunteer organizations you are a part of that you will be moving.
- ___ Make sure there are no stickers left from previous moves on furniture.
- ___ Identify any repairs you need to do to your home before move cleaning (paint, putty holes, clean carpets).
- ___ Begin researching your new area and choose how you will organize and consolidate information (a binder, a notebook, an app like Evernote).

Your 2015 PCS Checklist

60 DAYS OUT

FOR THE SERVICE MEMBER

- ___ If you are authorized to ship a vehicle (OCONUS moves), let your duty station's transportation office begin the set up process. You will need to know your vehicle's estimated weight.
- ___ Attend the pre-clearing brief to get details of your installation's clearing process (some installations have a set timeline for this).

DECISIONS TO MAKE

- ___ Evaluate housing options on AHRN.com, establish your BAH and keep notes!

FINANCES

- ___ Check expiration dates on any credit/debit cards you plan to use during your move. Order new ones if necessary.



TASKS

- ___ Complete any needed auto maintenance.
- ___ Make a vet appointment for your pets. Update any needed vaccinations and make sure your pet is microchipped. Get a full copy of your pet's medical records to take with you.
- ___ Donate or sell any unwanted items.
- ___ Identify school requirements for children (if applicable).
- ___ Post home for rent or sale on AHRN.com.

Your 2015 PCS Checklist

30 DAYS OUT

FOR THE SERVICE MEMBER

- Attend Finance Brief to set up any needed PCS advances and get paperwork.
- If you haven't already, attend the pre-clearing brief.
- Begin out processing.
- Confirm packing, pick up and delivery dates with movers/transportation office.



TASKS

- Begin using up the contents of your freezer and pantry.
- Label items/boxes that you will need easy access to just before and after your move.
- Designate a folder for important documents and put them there!
- If you have your new address, forward your mail and submit a change of address.
- Evaluate whether you need storage options.
- Arrange for temporary lodging.
- Dispose of any leftover unwanted items and items that cannot be transported.
- Ensure that all insurance is up to date and your insurers have a forwarding address and transit contact information.
- Return any borrowed items (like library books).
- Record serial numbers of electronics and other valuables on personal property inventory.
- Fill out IRS change of address form.
- Notify utilities of your move out date and make arrangements to close out accounts.
 - Electric Waste Disposal Water
 - Telephone Internet/cable Lawn Care
- Cancel any subscriptions and memberships (newspaper or gym).
- Settle all outstanding bills that can be paid in advance of your departure.
- Get all perscriptions refilled (Tricare recommends 90 days worth).
- Get paper copies of all perscriptions (medications, contacts and glasses).
- Separate Pro Gear for both the service member and spouse, if applicable.

PCS Document Checklist

If you chose to have a military contracted company move your household goods, there are some things that are worth holding on to for the trip – these important documents among them. It is recommended that you back up all originals with a digital copy stored on a device that you also keep with you. Documents that do not require an original signature (like your resume and household inventory) only need the digital copy.

FAMILY MEMBER FILES

- Military IDs
- Drivers Licenses
- Social Security cards
- Passports
- Birth Certificates
- Marriage Certificates
- Naturalization Certificates

VEHICLE DOCUMENTATION

- Title/lease information
- Proof of Vehicle Inspection
- Registration
- Insurance

FINANCIAL DOCUMENTS

- Personal checks (keep all of your personal checks with you and out of your household goods)
- Hard copies of bank statements
- Credit and debit cards

HOUSEHOLD

- Household inventory with supporting images and video (Need help? Check out page 8)
- Contact information for your moving company and gaining installation transportation office

LEGAL DOCUMENTS

- Powers of Attorney
- Wills
- Custody Agreements
- Divorce Decrees
- Adoption paperwork

Your PCS Entitlements

While out processing your losing installation, you will be briefed on your PCS entitlements and how to receive the maximum reimbursement. It is vital that you keep any documentation you are given and all receipts.

There are a number of different entitlements and payments you will receive during your PCS that should cover the cost of your move. To receive your moving payments, you will need to file the proper paperwork. Using this worksheet, you can create an estimate the amount owed to you. The regulations applied to these payments are updated constantly and there are some branch specific regulations that apply. Please get amounts specific to your situation from your installation finance brief.

HOW FAR ARE YOU GOING?

The DOD expects you to travel 350 miles each day during your PCS. This calculation is used to figure out how much of each per diem you earn.

Total miles to your next duty station _____ / 350 = _____ days of travel.

TASKS

Dislocation Allowance (check chart) _____

Travel Per Diem

_____ # of service members	x	(\$123	x	_____ days of travel)	_____	+
_____ # of dependents over 12	x	(\$92.25	x	_____ days of travel)	_____	+
_____ # of dependents under 12	x	(\$61.50	x	_____ days of travel)	_____	=
Total travel per diem					_____	

MALT

If you are traveling in your own vehicle, the government will pay you \$.235/mile in reimbursement for each vehicle.

_____ # of vehicles being driven x (\$.235 x _____ total miles of travel) = _____

PPM/Partial-PPM

If you choose a Personally Procured Move or Partially Personally Procured Move, you will be paid approximately 95% of what your move would cost the government to contract out. Speak with your travel office to determine the payout for your specific move. There is a PPM specific briefing that will give the current rates and regulations.

Your PCS Budget

ARE YOU SELLING YOUR HOME?

	ESTIMATED	ACTUAL
Pre-listing maintenance and repairs	\$	\$
Advertising and staging	\$	\$
Agent costs + commission	\$	\$
Mortgage payments until sale (after your PCS)	\$	\$

ARE YOU DRIVING TO YOUR NEXT DUTY?

Prepare your vehicle!

Pre-trip tune-up and oil change	\$	\$
Weatherizing (if you are moving to a different climate)	\$	\$

DO YOU HAVE PETS?

Update vaccinations	\$	\$
Health certificate (if traveling across state lines)	\$	\$
Microchip	\$	\$

MOVE OUT PREP

Cleaning supplies or service	\$	\$
Move out repairs (paint, spackle, light bulbs, etc.)	\$	\$
Yard work: reseeding, fence repair, etc.	\$	\$
Eating out expense for once kitchen is clean/pack out days	\$	\$

Your PCS Budget

ON THE MOVE	ESTIMATED	ACTUAL
Temporary lodging at your losing duty station	\$	\$
Hotel/lodging during your trip	\$	\$
Temporary lodging at your gaining duty station	\$	\$
Food while in transit	\$	\$
Boarding pets (does your hotel allow pets?)	\$	\$
Gas (if you are driving)	\$	\$
Trip activities and entertainment	\$	\$
AFTER YOUR ARRIVAL		
Restocking the kitchen and household items	\$	\$
Toiletries	\$	\$
PREPPING FOR SCHOOL		
School/day care registration and tuition	\$	\$
School uniforms	\$	\$
Kids sports registration	\$	\$
Updated clothing for new climates	\$	\$
EXTRA EXPENSES		
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$
_____	\$	\$

Choose The Right Home With AHRN.com

BUILDING A PROFILE



YOUR NEW BAH

Estimated Utilities

Target Rent

HOME STATS

Ideal Bedrooms

Ideal Bathrooms

Ideal Parking

Needed Pet Policy

Fenced Yard

- Townhome
 Apartment
 Duplex
 House
 Roommate

What room of the house does your family spend the most time in?

What are your favorite aspects of previous homes?

What are your least liked aspects of previous homes?

What's the maximum travel time in your ideal commute?

SCHOOLS/DAYCARE

What education options will you need?

- Private
 Public
 Daycare

Notes:

Choose The Right Home With AHRN.com

NEIGHBORHOOD

What makes a neighborhood feel like home for you?

- Convenient Shopping
- Quiet
- Downtown feel
- Sidewalks
- Streetlights
- Parks
- Acreage
- Military Community

NEED VS WANT

Prioritize the qualities in a home that you most need and want.

Needs

- 1.
- 2.
- 3.
- 4.
- 5.

Wants

- 1.
- 2.
- 3.
- 4.
- 5.

Choose The Right Home With AHRN.com

RESEARCH NOTES

Interesting/Recommended Neighborhoods:

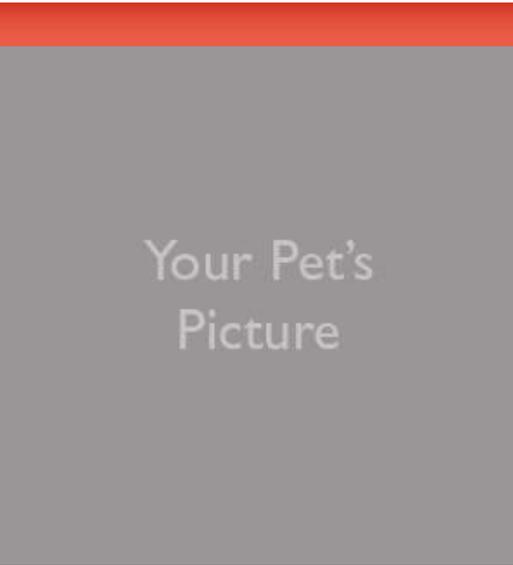
Preferred Schools:

Recommended Property Managers:

Potential Homes:



My Pet Resume



My Pet is _____

Type of Pet/Breed

Age

Weight

Spay/Neuter

My Pet's Story:

My pet's training history:

My back up pet care plan:

My pet has references from:

PCS Document Checklist

SCHOOL/EMPLOYMENT

- Transcripts
- Individualized Education Plans (IEPs)
- Report cards
- Additional registration required documents
- Resume and letters of reference (if spouses or kids will be job hunting)
- Contact list for future/former schools

MEDICAL RECORDS

- Full copy of each family member's medical and dental records (and any needed x-rays)
- Vaccination records
- Any current perscriptions

JUST FOR YOUR FAMILY

- Other: _____

Resources

Need more help or information? We've put together some of our favorite PCS resources!

PREPARING FOR YOUR MOVE

[5 Things You Need To Do After Getting Orders \[Video\]](#)

[Decisions: To Live On or Off Base/Post](#)

[What Is A PCS Weight Allowance?](#)

[Preparing for A New School](#)

[Military Child Education Coalition](#)

[Save Money By Doing a DITY with uShip](#)

BECOMING A LANDLORD

[How To Find A Property Management Company](#)

[How To Determine Fair Market Value For Your](#)

[Rental 5 Tips For Self-Managing Your Rental](#)

FINDING YOUR NEW HOME

[Creating A Pet Resume](#)

[Roommates For Different Seasons](#)

[Housing For The Single Servicemember](#)

[Storage Solutions with Sparefoot](#)

DITY MOVES

[Make The Most Of Your Partial PPM](#)

[Is A DITY Move Right For You?](#)

[5 Reasons To DITY Move](#)

[5 Tips For A Better DITY Move](#)